ACCESS GMEP

1. Log in to MyGinnieMae via https://my.ginniemae.gov.
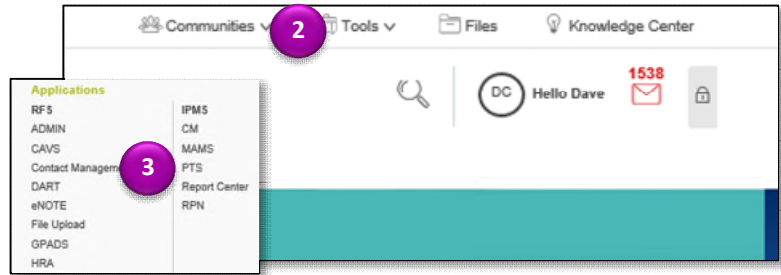
2. Select the **Tools** dropdown at the top of the Dashboard.

3. Select **PTS** under Applications.

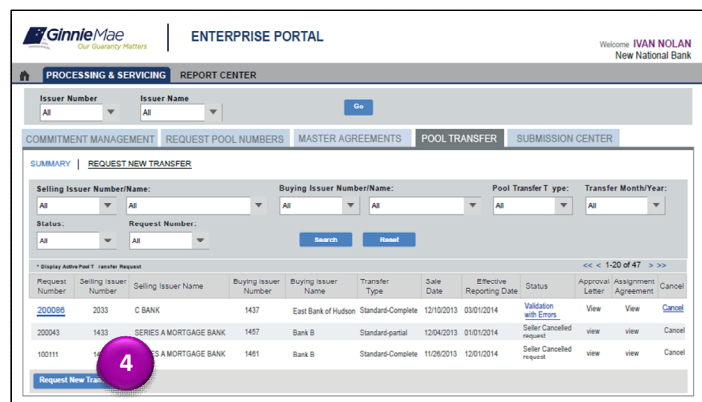The Ginnie Mae Enterprise Portal will open.

REQUEST NEW TRANSFER

Functions Available on Pool Transfer by Role:
- A Selling Issuer can submit a request for Pool(s) Transfer.
- A Buying Issuer can accept, decline, or return Pool(s) Transfer.
- Ginnie Mae can approve or decline Pool(s) Transfer.

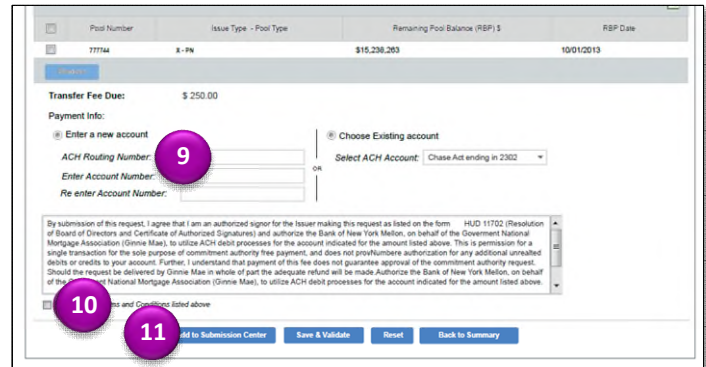4. Select **Request New Transfer**.

The Request screen is displayed.

5. Enter **Pool Transfer information** in the required fields.
6. Select **Validate** to run validations.
7. Select **Back to Summary** to review any validation errors. If there are no fatal errors to correct, proceed with Transfer.
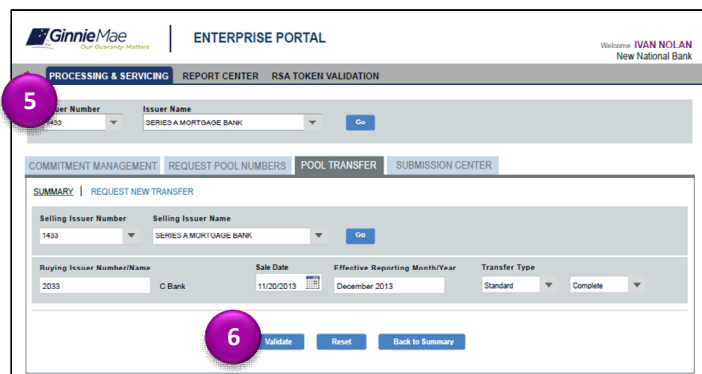
8. Select the **request number** link.
9. Provide the payment information – ACH bank account details.
10. Read and Accept the terms and conditions.
11. Select **Add to Submission Center** to return to the PTS Summary screen.
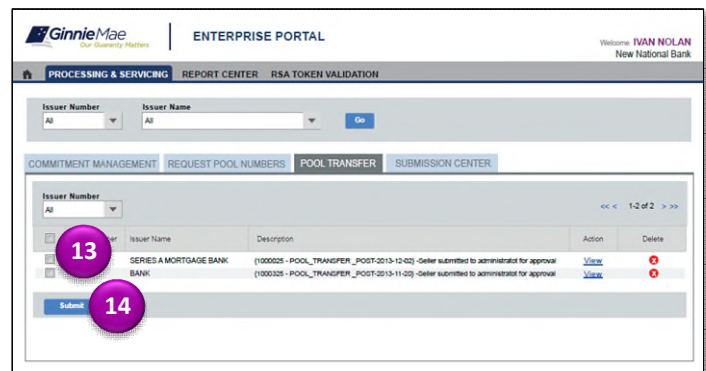

SUBMITTING POOL TRANSFERS

The Submission Center tab can be used to display pending Pool Transfers that are ready to be submitted.

12. Select the **Submission Center** tab.
13. Check the box(s) for Pool Transfers you wish to accept.
14. Select **Submit**.

A legal confirmation text is displayed.

15. Select **Accept** to accept the terms and conditions.

NOTE: The RSA Token must be used. The Buyer will then be informed of the Pool Transfer request.
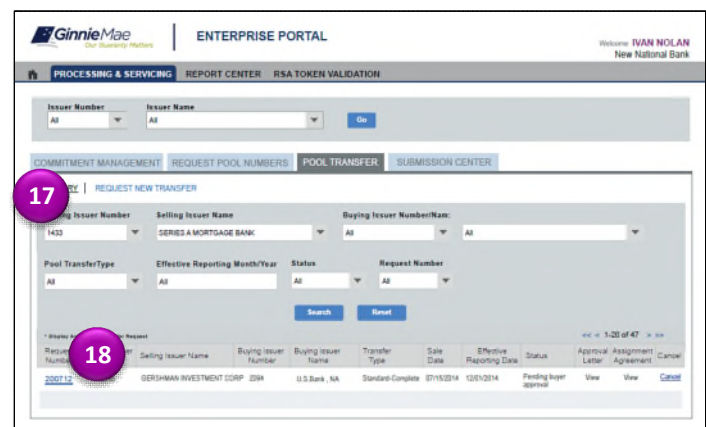

STEPS FOR THE BUYING ISSUER

16. Access the PTS Summary screen.
17. Use the options to select Issuer Number and other filter fields as needed.

The requested Transfers for the selections are displayed.

18. Select the **Request Number** link for the appropriate request.

19. Assign Custodian to Pool(s) using the drop down.
20. Select the **Save & Validate** button.
21. Select **Back to Summary** to return to the Summary screen.

22. Select the **Add to Submission Center** button to confirm or the **Decline** button to refuse the Pool(s) added for Transfer.
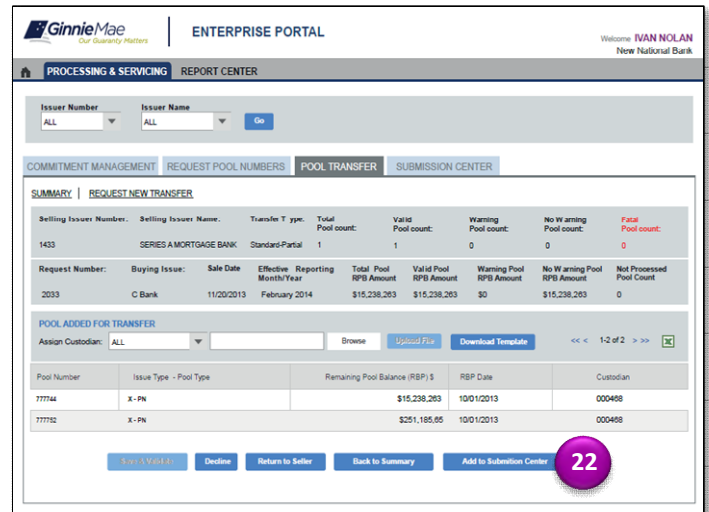
RUN REPORTS

23. Select the **Report Center** tab.
24. Select the report name from the available reports listed.
    - Pool Transfer Transaction Summary – Summary or Detail
    - Pool Transfer Exception Report – Summary or Detail
    - Pool Transfer Fees Report – Summary or Detail

25. Enter the fields (ex. Date Range) as needed.
26. Select **Run Query** to generate the report.
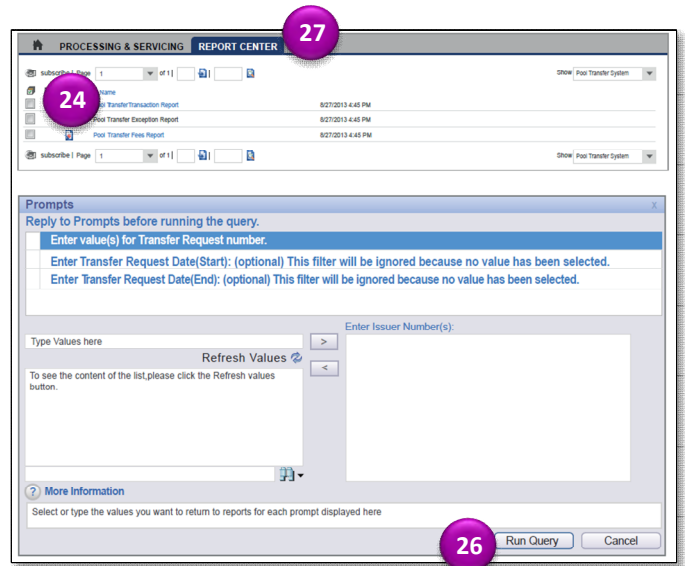
The Report is displayed. You can save the report in Excel or PDF.

27. Select the **Report Center** tab to return to report selection.